Requirements Elaboration

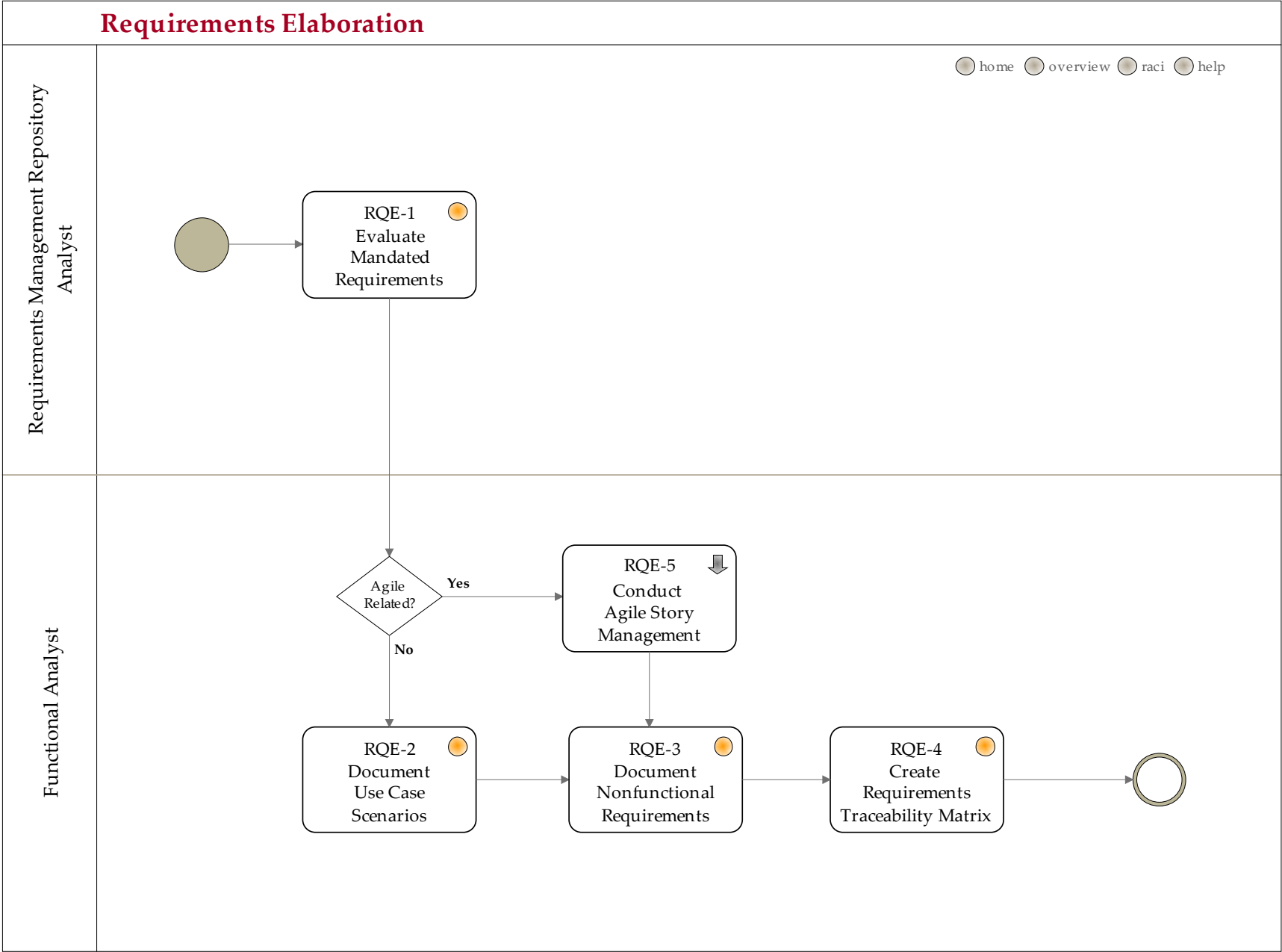**ProPath**

Office of Information and Technology

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Requirements Elaboration Process Maps

Requirements Elaboration

Requirements Management Repository Analyst

Functional Analyst

RQE-1
Evaluate
Mandated
Requirements

Agile
Related?

Yes

RQE-5
Conduct
Agile Story
Management

No

RQE-2
Document
Use Case
Scenarios

RQE-3
Document
Nonfunctional
Requirements

RQE-4
Create
Requirements
Traceability Matrix

Requirements Elaboration: RQE-5 Conduct Agile Story Management

Functional Analyst

RQE-5.1
Manage
Epic Stories

RQE-5.2
Manage
User Stories
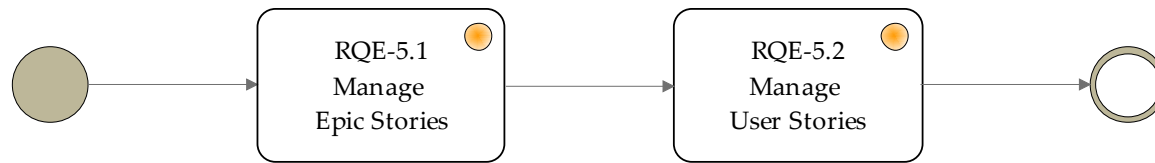
Process: Requirements Elaboration

Overview: The process map for Requirements Elaboration cycles through the following process and review activities:

RQE-1 Evaluate Mandated Requirements
RQE-2 Document Use Case Scenarios
RQE-3 Document Nonfunctional Requirements
RQE-4 Create Requirements Traceability Matrix
RQE-5.1 Manage Epic Stories
RQE-5.2 Manage User Stories

Requirements Elaboration Description and Goals

Description

The Requirements Elaboration process addresses the evaluation and incorporation of applicable mandated cross-cutting functional and non-functional requirements (and meta-data) provided to OIT development projects with the support and consultation of the Product Development Requirements Management Repository Team. One of the outcomes of this process is the development of the Requirements Traceability Matrix. Furthermore, this process addresses the development of Use Case Scenarios and Models which specify the "actors" and the sequence of activities performed by the actors interacting with the project to be developed.

Finally, for the projects which have adopted the Agile project development/management methodology, the Requirements Elaboration process addresses the creation of Epic and User Stories.

Goals

Evaluate cross-cutting requirements for implementation

Document use case scenarios

Document nonfunctional requirements

Ensure requirements traceability

Requirements Elaboration RACI Information

The following describes the RACI information for this process:

RQE-1 Evaluate Mandated Requirements

Responsible Role: Requirements Management Repository Analyst

Accountable Role: Director, Product Assessment

Consulted Role: Functional Analyst

RQE-2 Document Use Case Scenarios

Responsible Role: Functional Analyst

Accountable Role: Project Manager

RQE-3 Document Nonfunctional Requirements

Responsible Role: Functional Analyst

Accountable Role: Project Manager

RQE-4 Create Requirements Traceability Matrix

Responsible Role: Functional Analyst

Accountable Role: Project Manager

RQE-5.1 Manage Epic Stories

Responsible Role: Functional Analyst

Accountable Role: Project Manager

RQE-5.2 Manage User Stories

Responsible Role: Functional Analyst

Accountable Role: Project Manager Requirements Elaboration Process

Process Activity Name: RQE-1 Evaluate Mandated Requirements

Description

The Requirements Management (RM) Repository is managed by the Product Development (PD) RM Repository Team. The repository contains cross-cutting requirements submitted by many VA Office of Information Technology (OIT) and Veterans Health Administration (VHA) Office of Health Information (OHI) organizational entities. These cross-cutting requirements are provisioned to OIT development projects through an allocation process that is initiated with an information sharing presentation followed by a Project Allocation Questionnaire (PAQ) that a project populates and submits to the RM Repository Team. Based on the project's completed PAQ, the RM Repository Team generates an initial Project Allocation Report (PAR) and provides the report to the project. The report contains a set of cross-cutting requirements and associated metadata that are determined through the allocation process, to be applicable to a particular project increment. The PAR is negotiated and a final set of cross-cutting requirements is allocated to the project through a final PAR. The development project is expected to incorporate cross-cutting requirements as deemed applicable to their product into their requirements artifacts and subsequently implement them in the identified project increment. The email distribution list for development projects to contact the RM Repository is: 'OIT PD PAC Requirements Repository Team'.

Artifacts Used

Business Requirements Document
Business Use Case (if applicable)
Enterprise RM Project Allocation Questionnaire
Project Charter
Project Management Plan
Requirements Elaboration Document (if applicable)

Artifacts Created

Project Allocation Report

Responsible Role

Requirements Management Repository Analyst

Tools and Websites

IBM Rational RequisitePro

Requirements Management Repository Program

Standards

VA EA Enterprise Technical Architecture (ETA) Compliance Criteria

More Info

All community generated Open Source products (products developed by anyone outside the VA national development resources) that are identified as viable candidates to be used within VA

need to be reviewed by the business community to assure that stakeholders approve all of the functionality that is provided in any such product. For VHA, contact should be made with Health Systems staff, who ensures the proper Program Offices are engaged.

The OneVA EA ETA Compliance Criteria document establishes minimum compliance criteria for a product or product release.

Process Activity Name: RQE-2 Document Use Case Scenarios

Description

The Functional Analyst creates the Use Case Model and associated Use Cases, taking the Project Allocation Report into consideration. The Use Case Model, a high-level requirements document, (1) models the system's intended functions and its environment and (2) serves as a contract between the customer and the developers.

Each Use Case specifies the actors and the sequence of activities performed by the actors interacting with the system. The Use Case Model and Use Cases serve as input for the analysis, design, and testing activities.

Use Case Specification data are documented in the Requirements Specification Document.

Artifacts Used

Business Requirements Document
Project Allocation Report
Requirements Specification Document

Artifacts Created

Updated Requirements Specification Document

Responsible Role

Functional Analyst

Tools and Websites

IBM Rational RequisitePro

ProPath Archived Artifacts Library

Standards

None Listed

More Info

 None

Process Activity Name: RQE-3 Document Nonfunctional Requirements

Description

The Functional Analyst updates the Requirements Specification Document with any additional nonfunctional requirements that have been identified while creating use cases.

Artifacts Used

Requirements Specification Document
Use Case Model

Artifacts Created

Updated Requirements Specification Document

Responsible Role

Functional Analyst

Tools and Websites

IBM Rational RequisitePro

Standards

VA EA Enterprise Technical Architecture (ETA) Compliance Criteria

More Info

The OneVA EA ETA Compliance Criteria document establishes minimum compliance criteria for a product or product release.

Process Activity Name: RQE-4 Create Requirements Traceability Matrix

Description

The Functional Analyst generates the Requirements Traceability Matrix in the project's IBM Rational RequisitePro® project. Development teams that do not have access to automated tools should use the Requirements Traceability Matrix template.

Artifacts Used

Business Requirements Document
Requirements Specification Document

Artifacts Created

Requirements Traceability Matrix

Responsible Role

Functional Analyst

Tools and Websites

IBM Rational RequisitePro

Standards

Section 508 Standards Checklists, and Document Applications Checklists

More Info

None

Process Activity Name: RQE-5.1 Manage Epic Stories

Description

The Functional Analyst manages Epic stories which are user stories whose scope is so large as to make them difficult to complete in a single iteration or accurately estimate the level of effort to deliver. Epic stories are decomposed into smaller user stories where the requirements of the story are defined much more narrowly in scope.

Artifacts Used

Business Requirements Document
Requirements Specification Document
Stakeholder Feedback

Artifacts Created

Agile Epic Story log

Responsible Role

Functional Analyst

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

VA Agile/Lean Community of Practice (ALCP) Web Site

Standards

Agile Methodology and ProPath guidance paper

More Info

Process Activity Name: RQE-5.2 Manage User Stories

Description

The Functional Analyst manages User Stories. User Stories are simple, brief and concise statements which describe requirements from a user's perspective to capture and communicate customer requirements. User stories could be defined by decomposing an Epic, requirements from Business Requirements Document or Requirements Specification Document, or feedback from the project's stakeholders. A user story should be Independent, Negotiable, Valuable, Estimable, Small, and Testable (INVEST). A recommended format for a user story is: As a (user role), I would like (statement of need), so that I can (desired benefit) User stories are associated with Tasks which become the work items to accomplish a user story (i.e., a user story may be associated with several tasks.)

Artifacts Used

Agile Epic Story Log
Business Requirements Document
Requirements Specification Document
Stakeholder Feedback

Artifacts Created

Agile Task Item Log
Agile User Story Log

Responsible Role

Functional Analyst

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

VA Agile/Lean Community of Practice (ALCP) Web Site

Standards

Agile Methodology and ProPath guidance paper

More Info

None

END OF PROCESS